

## NEW PRIVATE INVESTIGATOR AGENCY APPLICATION ACCEPTANCE CHECKLIST

Agency name

Please use this list to ensure you have enclosed the proper documentation.

No.	Documents to Be Enclosed	Applicant Check Off	<b>FOR DPS USE ONLY</b>
1.	<b>APPLICATION</b> - every section must be completed on the application. The application must be signed and notarized.		Initials: Date:
2.	<b>EXPERIENCE</b> – letters, documentation of a minimum of <u>THREE</u> years of full time investigative experience or 6000 hours of hands-on investigative experience.		Initials: Date:
3.	<b>AGENCY STRUCTURE PAPERS</b> (if applicable)		Initials: Date:
4.	<b>APPLICATION FEE OF \$250.00</b>		Initials: Date:
5.	<b>CLASSIFIABLE FINGERPRINTS &amp; FEE OF \$24.00</b> (for each person)		Initials: Date:
6.	<b>COPY OF DRIVERS LICENSE</b> (copy must be legible and notarized)		Initials: Date:
7.	<b>ONE COLOR PHOTOGRAPH</b> (approximately passport size)		Initials: Date:

Note to applicant: If items # 1, #4, #5, and #6 are missing or incomplete, your application packet will be returned without processing.